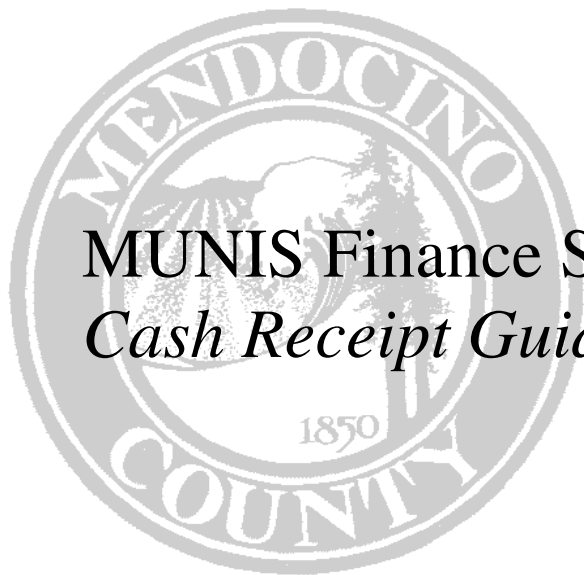


COUNTY OF MENDOCINO



MUNIS Finance System *Cash Receipt Guide*


Created by:

Auditor-Controller

May 2013 – v3

This is an updated version of a comprehensive guide containing instructions, tips, policies and suggestions for entering, submitting & accounting for cash in the Munis Finance System. It has been updated with changes to the latest version. If you find errors or want to make suggestions, please contact the Auditor's Office.

THIS GUIDE CONTAINS THE FOLLOWING CHAPTERS:

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NOTES: _____

CHAPTER 1: HOW TO ENTER CASH RECEIPTS

This chapter explains how to enter cash receipts and submit a completed batch to the Treasurer.

The cash receipt system consists of 4 screens to input and submit (release) a deposit:

- **Payment Entry** – Opens and assigns a batch number for receipts entered in the batch.
- **Miscellaneous Cash Receipt** – entry screen for each receipt being entered.
- **Apply Payment** – entry screen for each receipt detailing the nature/source of the funds received.
- **Payment Method Allocation** – entry screen to breakdown the source (check/cash) if there is more than one source for a single payment.


The Cash Receipts screens are found in the General Revenues Menu:

- A. Payment Processing
- A. Payment Entry




NOTES: _____

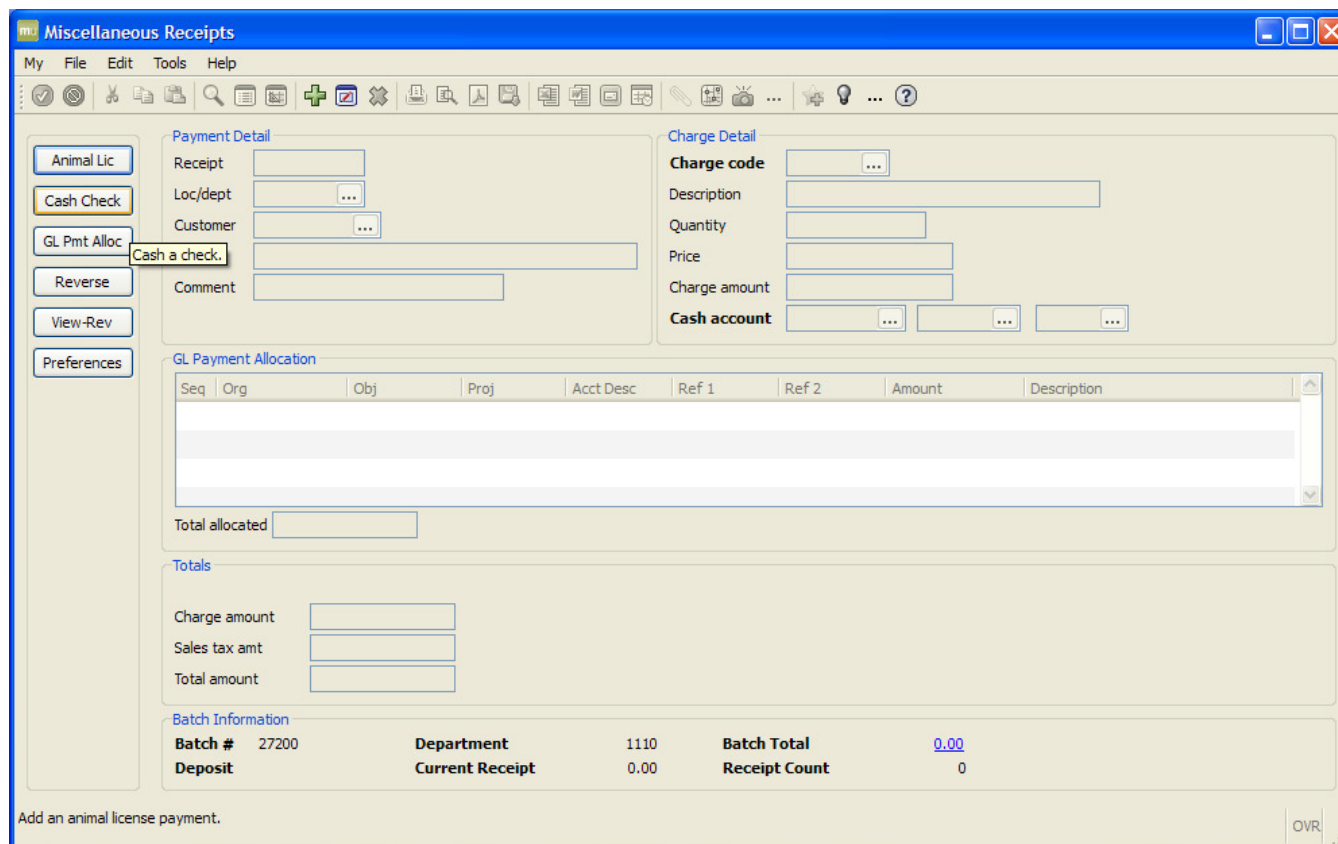
The following screen first appears. It is the first of the 4 screens noted above.


1. When this screen opens use the Add  button to open a new batch.
2. **Entry date** - defaults to current date – do not change
3. **Receipt Option** – It is recommended that you choose **1 INDIV ONLY** regardless of whether you want to print a receipt or not. You will have the option at printing to not print a receipt but the print and inquiry specifications of **INDIV ONLY** provides much better documentation that remains with the receipt.
4. **Department** – enter your department number.
5. **Batch number** - defaults to next available number. This is the batch number you will use when taking deposit to Treasurer and the only identifier for the batch. DO NOT CHANGE THIS NUMBER.
6. **Deposit Number** – this is the option of the department to use, for example to identify internally this particular deposit, such as identifying the week's deposit, etc. (10 characters – will show in receipt and journal inquiries)
7. **Interest Effective Date** – this is not used - leave the date as defaulted.

NOTES: _____





8. **Year/Period** - defaults to the current accounting period. **DO NOT change.** (end of year accruals require special attention)
9. **Validation Options** - do not enter any information in this section.
10. Click the Accept  button.

The following screen then appears. It is the second of the 4 screens noted above.



11. Do not use the buttons on left: Animal Lic, Cash Check & G/L Pmt Alloc.
12. When this screen opens use the Add  button to begin entry.
13. **Loc/Dept** – Fill in your department budget unit number if it does not default
14. **Customer** – This field is not used - TAB past.
15. **Paid By** – Fill in the customer or department name – remember to use CAPS. (If you are entering a receipt for your department and not a customer, we suggest you enter your DEPARTMENT NAME and not leave the word “CUSTOMER” in this field.)
16. **Comment** – Please do not use this field until reading the notes on Page 27.

NOTES: _____

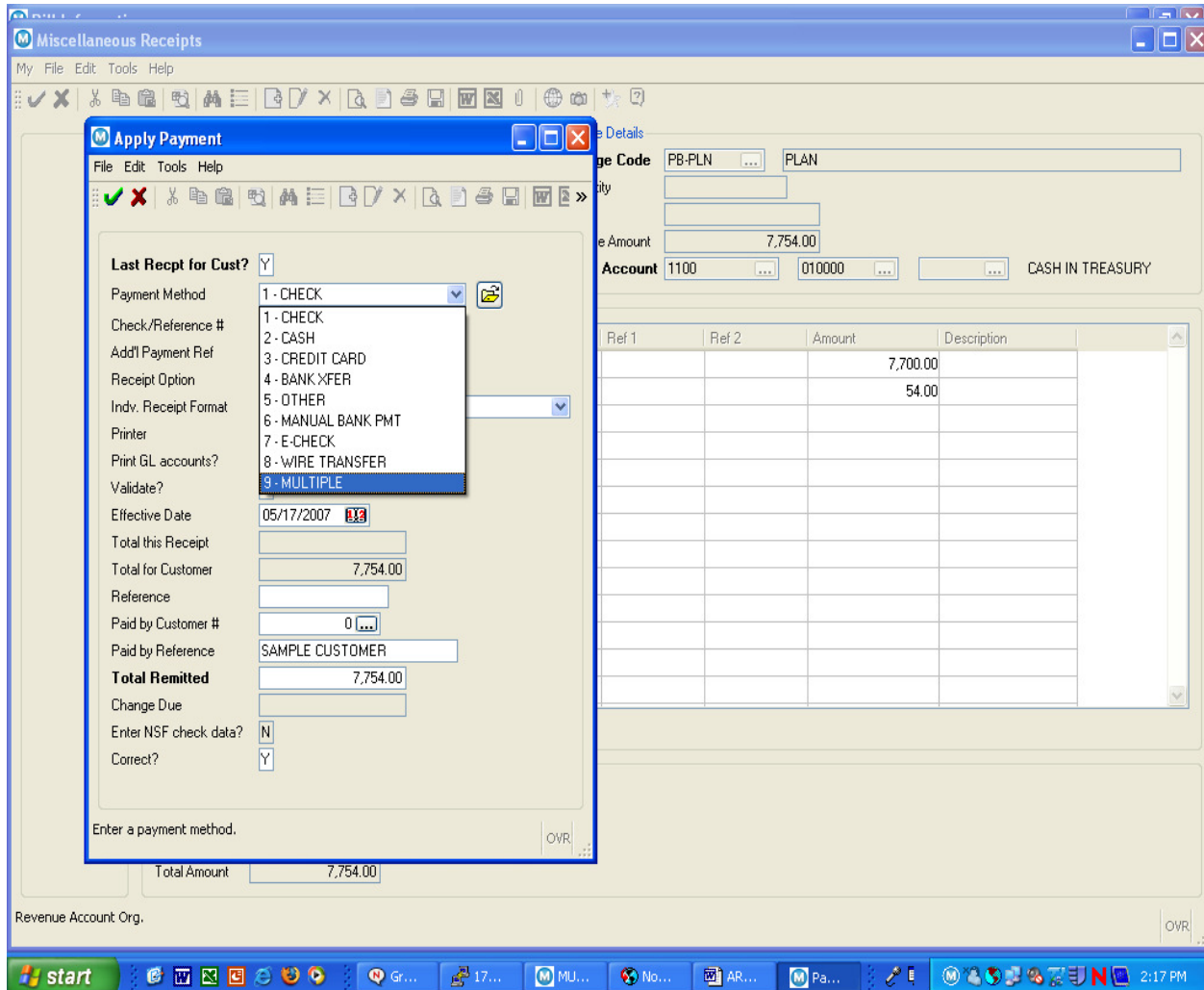
17. **Charge Code** – These codes will be used the same as the Account Distribution Codes from SBClient. They are pre-coded sets of account strings for your deposit. The Auditor will create any codes you need to use. There is also a code “M” (Manual Coding). It has no pre-coded lines when you want to fill in your own Org & Obj fields. Use the  button to bring up a list of pre-coded Charge Codes.
18. **Charge Amount** – Enter the total for this receipt.
19. **Cash Account** - TAB past these three fields – DO NOT CHANGE
20. You are now in the **G/L Payment Allocation Section**. Enter data per account string/line. You will not be allowed to finish the receipt until the total at the bottom is balanced and your line items match the total.
21. The **Description** field may be used for a maximum of 30 Characters.
22. When finished and you are balanced you must first **delete all zero lines**. To do that put your cursor on the line to be deleted and click the  button. **Use Delete**  button, **NOT Cancel**  button!

[illegible]

NOTES: _____

23. When finished click the Accept  button to accept this receipt.

24. You will now be directed to the “**Apply Payment**” screen. This is the third screen of the 4 screens noted above.



Ref 1	Ref 2	Amount	Description
		7,700.00	
		54.00	

25. **Last Recpt for Cust?** – Leave as Y – **NEVER CHANGE THIS TO “N”**. If you change this to N, you will not be able to enter the Payment Method, Check Reference#, and will lose the “Paid By Reference” which is the customer name you entered on the Miscellaneous Receipt screen. The Output/Release report to the Treasurer and will have no breakdown of payment method & the Treasurer will not accept your deposit. You will have to reverse, re-enter, and re-release the receipt.

NOTES: _____

26. **Payment Method** – This is where you have your options for the breakdown of this individual receipt:

- Option 1 – Check(s) only
- Option 2 – Cash only
- Option 3 – Credit Card (Departments authorized for credit card use only)
- Option 4 – Bank Transfer (Do not use)
- Option 5 – Other (Do not use)
- Option 6 – Manual Bank Pmt (For direct deposits to County bank account)
- Option 7 – E-Check (Do not use)
- Option 8 – Wire Transfer (Treasurer & Auditor only)
- Option 9 – Multiple – Use this option if you have a combination of any two or more of the payment methods.



If Option 9 is selected & you click TAB you will brought to a new screen titled “Payment Method Allocation”. This is the fourth of the 4 screens noted above. **If you don't select Option 9 as the payment option, this screen will not appear.**

Method	Qty	Check/Ref #	Cust #	Add'l Payment Ref	Amount
CHECK	1	1234			7700.00
CASH	1				54.00


Remaining Balance: 54.00


Enter an additional payment reference.

OVR




27. Fill in the breakdown of the payment. If you have multiple checks and this is a lump sum deposit.

The Treasurer requires that you enter the number of checks in the Qty field. Click the Accept  button.

Your breakdown of type of payment is accepted. You then have to Exit this screen by File/Exit or the  in the upper right corner.

NOTES: _____



28. If you had used Option 1-8 TAB will take you to Check/Reference# where you should fill in the check number if applicable, or TAB past. If you had used Option 9 closing the Payment Allocation Screen will take you back to the Apply Payment screen and directly to **Receipt Option**. This will default to the receipt option you chose when you opened the batch (Payment Entry).
29. **Add'l Payment Ref** – This field only shows on the 3 page Batch Release report. It will not show in the ledger or receipt inquiry.
30. **Receipt Option** – The method chosen on the Payment Entry (open batch) screen will default on this screen but you can change it if you need to. **Again, we recommend 1-INDIV ONLY.**
31. **Indv. Receipt Format** – **Use only receipt forms RCTMS40 or RCTMS40A.**
32. **Printer** – This will default to your local printer.
33. **Print GL Accounts?** – Will default to N. **We recommend you change to option Y. This will print the GL accounts on the individual customer receipt.**
34. **Effective Date** – Defaults to batch date, do not change.
35. **Reference** – This field will only print in a comment field for Account Inquiry Detail.
36. **Paid by Customer #** - Again this is not used.
37. **Paid By Reference** – This defaults to the customer name entered on the receipt.
38. **Total Remitted** – Do not change
39. **Correct?** – Self explanatory

Click the Accept  button when finished. NOTE: If you have made an error on this screen and have accepted you will have to reverse the receipt. See next section.

NOTES: _____



40. **Receipt Copies** – fill in the number of receipts you wish to print and click OK.

41. After printing your receipt(s) you will be back at the Miscellaneous Receipts page. Click  to begin entering another receipt. Click Update  to change the current receipt and make changes if necessary. You may only change some items at this point. When finished with all receipts Exit this screen.

⇒ To take a look at a list of all receipts in a batch, return to the Payment Entry screen and click the “**View-Rev**” button and a list showing each receipt will be displayed. You may select a receipt to update. Follow the Update instructions above to make changes. Note that you will not be able to change the payment information already entered. If there is an error there, you will have to Reverse the receipt and re-enter it. (Please see Chapter 3 to see how to Reverse a receipt.)

42. Once finished with all Miscellaneous Receipts you want in the batch and you exit that screen you are brought back to the Payment Entry screen. It will now show the total number of receipts and the total amount.

NOTES: _____

Payment Entry - MUNIS [MENDOCINO COUNTY UPGRADE v6.2]

My File Edit Tools Help

Resume
Lookup Batch
View-Rev
Output-Rel
Deposit Rpt
Settlement

Entry Date: 05/17/2007
Clerk: simonsol
Receipt Option: 4 - INDIV OR SUMMARY
Department: 1110 AUDITOR-CONTROLLER
Batch Number: 3
Deposit Number: DEPT USE
Interest Effective Date: 05/17/2007
Year/Period: 2007 11 MAY
Receipt Number:
Number of Receipts: 1
Amount Total: 7,754.00
☐ Batch Released

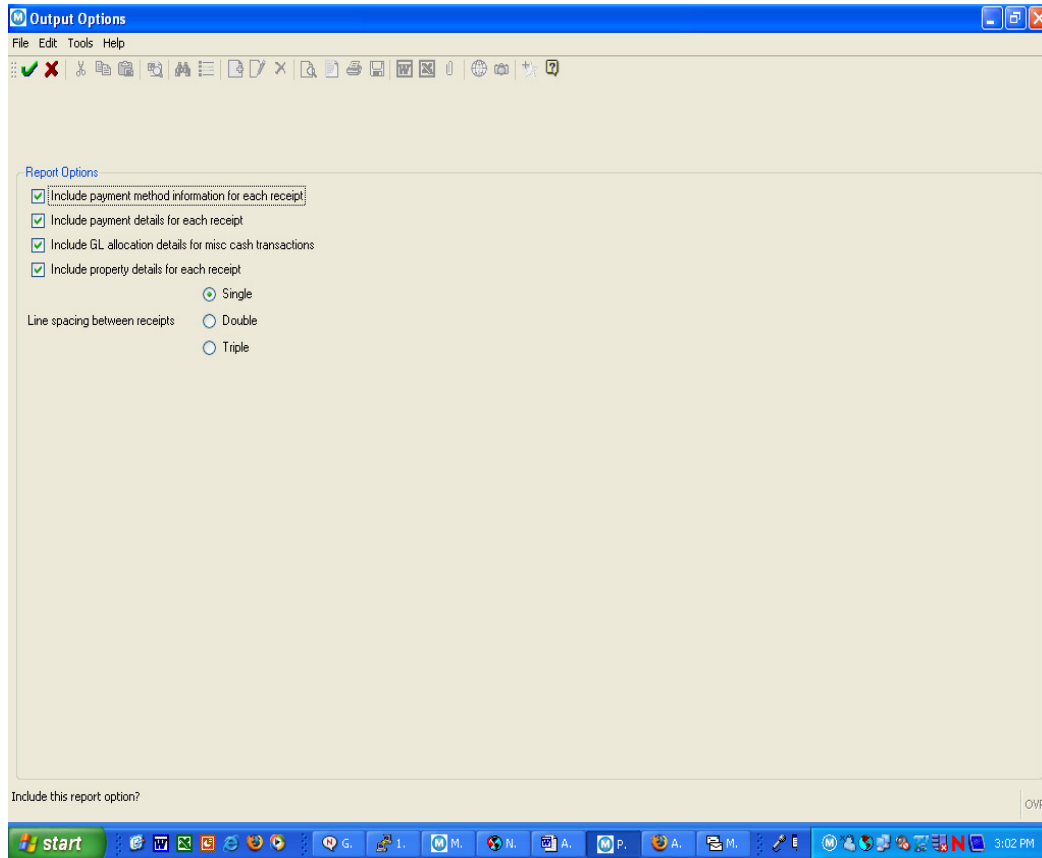
Validation Options
☐ Auto Validate
Bank Code:
Bank Acct:


1 of 1

Resume current batch entry. OVR

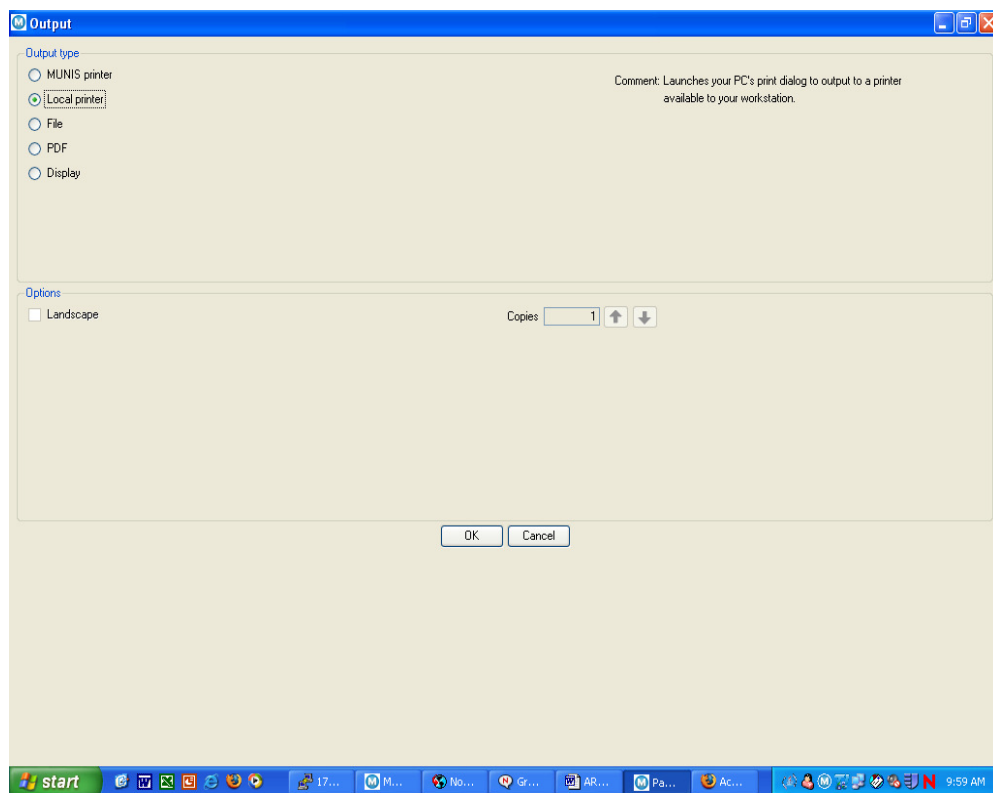
43. Click **Output – Release**

NOTES: _____



44. This is the next screen you will see. This information is for the options for printing your batch proof. Use the options you decide you want. Click  to accept.

NOTES: _____



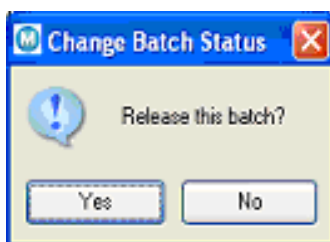
45. Select your local printer, print your batch proof and review your reports for accuracy. The **LAST** page of this report is the copy that your department should sign to take to the Treasurer. **This last page is the page that shows the breakdown of the payment method (checks, cash, etc) and indicates “** END OF REPORT **” on it.** Make 2 photocopies of this page to bring with the original to the Treasurer. The Treasurer will verify the funds and stamp, date and initial one copy of the batch report for your records. A sample of the page is displayed below.

NOTES: _____

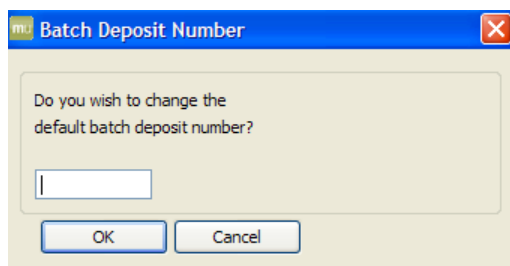
PAYMENT METHOD	QTY	PAYMENT AMOUNT
1-CHECK	3	2,354.00
2-CASH	1	10.00
TOTALS:		2,364.00

** END OF REPORT **

46. You will then be asked if you are ready to release the batch. If there are any errors, at the next screen select "No" and go back to the batch and make the appropriate changes, reversals, and re-entries.



47. If there are no errors, select "Yes". **but only if you will be going to go to the Treasurer before 4:00 p.m.** to deposit funds. If you are not going on the same day, do not release the batch yet.
48. Once the batch is released, you have the option of changing the deposit number with the screen shown below. This is the deposit number from Step 6 on the Payment Entry screen that is for departmental use. It will default to what you put in that field. If you did not enter anything and meant to you could now enter it. Click OK.



49. Your batch is now released.

NOTES: _____

REMINDER:

The Treasurer closes daily at 4:00 p.m.

No deposits will be accepted after 4:00 p.m.

Please arrive in time for the deposit to be verified.

NOTES: _____

CHAPTER 2: INSTRUCTIONS FOR SETTING USER PREFERENCES & DEFAULTS:

If you are a department that uses cash receipts for making departmental deposits on a daily or weekly basis and use the same Loc/Dept, Paid By or Charge Code, the instructions below will demonstrate a way in which you can change your personal preferences so that they are always the same.

You can also change the option on the Apply Payment Screen to default to Y for printing the G/L accounts.

To do this, next time you start a deposit and you open the Miscellaneous Receipts screen, press the “Preferences” tab.

The screenshot shows the 'Miscellaneous Receipts' window. On the left, a vertical menu has the 'Preferences' button highlighted. A tooltip 'View / Edit your AR Preferences' is visible over the 'Preferences' button. The main area is divided into 'Payment Details' and 'Charge Details' sections. The 'Payment Details' section includes fields for Receipt, Loc/Dept, Customer, Paid By, and Parcel. The 'Charge Details' section includes fields for Charge Code, Quantity, Price, Charge Amount, and Cash Account. Below these is a 'G/L Payment Allocation' table with columns: Seq, Org, Obj, Proj, Acct Desc, Amount, and Description. At the bottom of the main area are 'Totals' for Customer Total, Charge Amount, Sales Tax Amt, and Total Amount. The status bar at the bottom left says 'Cash a check.' and the bottom right shows 'OVR'.

NOTES: _____

You will then see the screen below. It will default to your individual user ID.

Accounts Receivable User Preferences - Munis [MENDOCINO COUNTY PRO...]

My File Edit Tools Help

Current user
User code simonsol **Name** Lucy Simonson

General Options | Default Receipt Options

Include paid/credit balance bills in finds
☒ Bill Inquiry ☐ Payment Entry

Order find results by
 1 - ACCOUNT, YEAR, PRIORITY, BILL NUMBER ☐ Ascending
☒ Descending

Preferences

☒ Print G/L Accounts on Miscellaneous Receipts
☒ Assume apply payment when using Quick Entry and Scan Bill
☐ Complete receipts in quick entry mode
☐ Display charge detail distribution when accepting partial or overpayments
☐ Display charge group distribution when accepting partial or overpayments
☒ Include unfinished receipts in the payment history
☐ Include credit balances in due now amounts
☐ Include bills that do not allow payments in Bill Inquiry find sets
☒ Retain effective date while using Bill Inquiry

When partially paying interest Prompt

Default AR Category 20 - REAL ESTATE

Original bill property type Tax

Customer to assign refund to in Payment Entry Prompt

1 of 1 Attachments (0) OVR

Click the Update  button.

Check the box for “Print G/L Accounts on Miscellaneous Receipts”. (I strongly suggest you do this so you don’t forget on the Apply Payment screen to change the “N” to “Y”. Otherwise, you will lose the ability to reprint a receipt showing the account strings.)

Most of the options are for the Accounts Receivable functions which we don’t have. The only other option that will affect you is the box for “Show unfinished receipts in the Payment History”. It’s your decision whether you want that to show or not.

NOTES: _____

Do not accept yet. Click the “Default Receipt Options” tab next.

You will see the screen below.

Accounts Receivable User Preferences - Munis [MENDOCINO COUNTY PRO...]

My File Edit Tools Help

Current user
User code: simonsol Name: Lucy Simonson

General Options Default Receipt Options

Default receipt printing option

Default receipt printing option: 1 - INDIV ONLY

During Misc. Payments, retain these fields for the next receipt

- ☒ Location/Department
- ☐ Customer number
- ☐ Paid by
- ☐ Charge code

1 of 1 Attachments (0) OVR


You can change the “Default receipt printing option” so that you don’t have to change it each time you do a receipt.

You can also check the boxes so that:

- Location/Department always defaults to your budget unit.
- Paid by always defaults to your department name.

NOTES: _____

- Your charge code always defaults to the same one.

Click Accept  and you will be returned to the Miscellaneous Receipts screen.

The first time you enter a receipt after changing the preferences, those entries will be saved for the options you have checked and will appear the next time you enter a receipt. You do have the option at each receipt to change any of these entries.

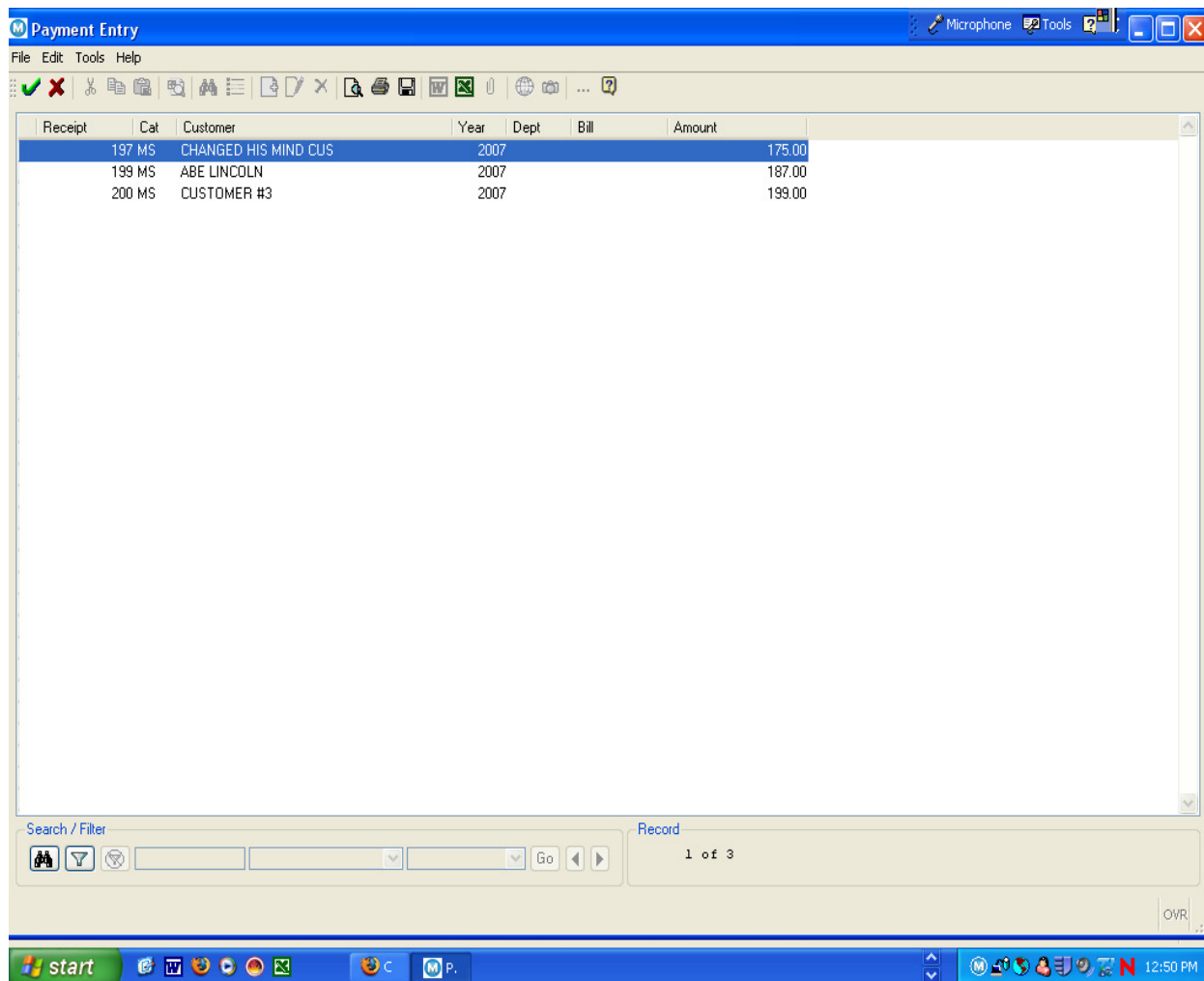
Please note also that each user must do this process.

NOTES: _____

CHAPTER 3: HOW TO REVERSE A RECEIPT:

If you find you have entered a receipt in your batch that you need to change, it must first be voided then a new receipt entered.

- If you are on the Payment Entry screen, click **Resume**. If you are already on the Miscellaneous Receipts screen, proceed to step “c” below.
- You are then at the Miscellaneous Receipts screen.
- Click **View-Rev**.
- You are then presented with the following screen with a list of the receipts in the batch.



Select the receipt you need to “void” and click Accept  to accept.

NOTES: _____

The **Payment History** window displays the following information:

- Left Panel:** Buttons for Misc Info, Dup Rcpt, View Chg Alloc, View GL Alloc, and **Reverse** (highlighted with an arrow).
- Main Fields:**
 - Year/bill: 2007
 - Cat/type: 02 MS- PAYMENT
 - Receipt: 197
 - Customer #: 0
 - Deposit #:
 - Department:
 - Amount: 175.00
 - Yr/per/ptl: 2007 11
 - Cash acct: 1100 010000
- Right Panel:**
 - Batch: 131
 - Ent. date: 05/18/2007
 - Entry date: 05/18/2007
 - Clerk: simonsol
 - Reason:
 - Paid by CID:
 - Paid by ref: CHANGED HIS MIND CUS
 - Check #:
 - Pay method: 2 CASH
 - ☐ Released ☐ Reversed
 - ☐ Posted Date:
- Bottom Table:**

#	Chg Cd	Desc	Interest	Principal	Adjusted
1	M	MANUAL CODING	.00	175.00	.00

Click **Reverse**.

The **Payment Reversal** window contains the following fields:

- Reason:** ERR - ERROR (selected in dropdown)
- Receipt Number:**
- Transfer To:**
 - Year:
 - AR Category:
 - Bill:
- Year of bill to transfer amount to:**
- Buttons:** OK, CANCEL

- e. A screen appears asking for the reason. Please use the ERROR option and Accept .

The **Reversal Status** window displays:

- Message:** Reversal complete.
- Buttons:** OK



Your receipt is now reversed (voided). Exit this screen and you are returned to the Payment Entry screen. You now must re-enter the receipt. Click Resume to enter a new receipt. This will keep you in the same batch.

NOTES: _____

CHAPTER 4: MENDOCINO COUNTY CASH POLICIES FOR MUNIS**Treasurer:**

- Closes at 4:00 p.m. Daily – no deposits will be accepted after that time.

Departments/Depositors:

- 
- ALWAYS delete zero lines left from unused charge codes! If you use pre-coded charge codes you must delete any zero/unused lines. These zero lines post to the ledger, and take up unnecessary space in the records. Departments who habitually leave zero lines in their receipts will lose their permission to use coded charge codes and will have to enter each line.
 - The Treasurer requires that your deposit include the number of checks being deposited which should be entered on the Payment Method Allocation Screen after selecting 9 on the Apply Payment Screen.
 - Departments will Release (Output – Release) batch but only when ready to take to the Treasurer's Office on the same day.
 - Print batch proof before releasing batch. Sign the third page of the report which will be your "submission report". Make 2 photocopies of that page and submit all three copies to Treasurer (third page only). An original signature & two photocopies are acceptable. The Treasurer will stamp & date as being received and return one copy for department's record.
 - The Auditor posts cash deposits daily. Your deposit will show in the ledgers at the end of the day.
 - All rejected checks will be reversed by the Auditor or Treasurer/Tax Collector.
 - As a reminder, per current County policy, receipts must be written immediately when funds are received and all checks must be endorsed immediately. Departments are reminded of assuring the safekeeping of County funds while still in the department's possession and until such time as the funds are deposited with the County Treasurer. Funds should be deposited on a weekly basis.
 - Cash Collection Statements are due by the 10th of the following month. There is no "statement" available in Munis. **The Statement of Cash Collections And Deposits form can be found on the County Intranet under Auditor – Departmental Forms and instructions for collecting the totals for this report are in Chapter 6.**
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NOTES: _____


CHAPTER 5: HOW TO DO CASH RECEIPT INQUIRIES:

The Receipt Inquiry screen is found in the General Revenues Menu:

- B. Accounts Receivable
B. Receipt Inquiry

Below is the Receipt Inquiry Screen.

[illegible]

Click the Find  button to search on fields you may have to find the receipt.

NOTES: _____

As you can see below there are a number of fields you can search on but the fields available may not be helpful if you don't have the specific information. The fields shown in white are the available fields to search on.


[illegible]

Searchable fields:

- **Receipt #** - Always a unique number assigned to your individual receipt when entered. If you have made a note of the receipt number when the receipt was entered you may enter it here to pull up that receipt.
- **Department** – the department entered on the Payment Entry (open batch) screen.
- **Amount** – Enter as numbers only, no \$, for example 25.00
- **Deposit #** - This is the Deposit Number left for departments to utilize as you see fit. You may find this to be a very valuable tool to use at the department level. Assign a specific notation for every deposit that is easily searchable. One example would be AC120107, referring to the Auditor dept & deposit date. Remember you only have 10 digits available.
- **Clerk** – you can research by the user who input the receipt.

NOTES: _____

- **Paid By Ref** – This is the customer name entered on the Miscellaneous Receipt. Note that it must be exact. You can use * or other wildcards in this field.
- **Batch** – If you know the batch you can use this field. You can use wildcards here.

Click Accept  after entering the information you are searching.

NOTES: _____

CHAPTER 6: HOW TO RECONCILE & PREPARE CASH COLLECTION STATEMENT:

These instructions show how to reconcile your monthly cash deposits. There are two methods to accomplish this – small department/very few deposits or large department/many deposits. Both methods are found in this instruction.

The first step to reconcile your cash deposits is to go to Receipt Inquiry.

The Receipt Inquiry screen is found in the General Revenues Menu:

- C. Accounts Receivable
- B. Receipt Inquiry

Below is the Receipt Inquiry Screen.

Receipt Inquiry - Munis [MENDOCINO COUNTY PRODUCTION v9.4]

My File Edit Tools Help

Bill Information

Year/bill: [] [] Multi-Bill Transfer Detail []
 Cat/type: [] [] No Related AP Invoice []
 Activity: []
 Receipt: [] Multi Rcpt Transaction []
 Amount: []
 Batch: []
 Deposit no.: [] Clear date: []
 External batch: []

Source

Effective date: []
 Entry date/time: [] []
 Clerk: []
 Department: []
 Source: []
 Web Transaction []

Customer/Property

Customer no.: [] ...
 Property ID: []

Journal Information

Post date: []
 Year/period/journal: [] [] [] []
 Cash account: [] [] []

Tender

Paid by CID: [] ...
 Paid by reference: []
 Payment method: []
 Check number: []

Status

Batch status: [] [] Posted [] Reversed []
 Reason: []

Charge Allocation | GL Allocation


Line	Chg Code	Chg Description	Interest	Principal	Adjusted

0 of 0

Attachments (0)

OVR

NOTES: _____

Click the Find  button to search. As you can see there are a number of fields you can search on.

You will use the Department field and fill in your BU. Then fill in the Yr & Per as shown below. The year for 2012-13 is 2013. The Period for July 2012 is 1, August 2012 is 2, etc.

muni Receipt Inquiry - Munis [MENDOCINO COUNTY PRODUCTION v9.4]

My File Edit Tools Help

Bill Information

Year/bill: Multi-Bill Transfer Detail

Cat/type: No Related AP Invoice

Activity:

Receipt: Multi Rcpt Transaction

Amount:

Batch:

Deposit no.: Clear date:

External batch:

Customer/Property

Customer no.: ...

Property ID:

Journal Information

Post date:

Year/period/journal: 2013 10

Cash account:

Source

Effective date:

Entry date/time:

Clerk:

Department: 1110

Source: ▼

Web Transaction

Tender

Paid by CID: ...

Paid by reference:

Payment method: ▼

Check number:

Status

Batch status: ▼ ☐ Posted ☒ Reversed

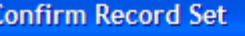
Reason:

Charge Allocation GL Allocation

Line	Chg Code	Chg Description	Interest	Principal	Adjusted
<input type="text"/>					

Journal Entry period.

If you are a large department, you may see the following window. You will want to select Yes to continue.



NOTES: _____

You will then see the screen below. In this example there are 206 records noted at the bottom of the screen.

Receipt Inquiry - Munis [MENDOCINO COUNTY PRODUCTION v9.4]

My File Edit Tools Help

Bill Information

Year/bill: 2013
Cat/type: 02 MS-
Activity: PAYMENT
Receipt: 95176
Amount: 406,660.88
Batch: 26576
Deposit no.: AC040113
External batch:

Source

Effective date: 04/01/2013
Entry date/time: 04/01/2013 13:03:04
Clerk: jenningsp
Department: 1110 AC
Misc department: 1110 AC
Source: Payment Entry
Web Transaction

Customer/Property

Customer no.: 0
Prop ID:

Journal Information

Post date: 04/01/2013
Year/period/journal: 2013 10 37
Cash account: 1100 010000

Tender

Paid by CID: 0
Paid by reference: STATE-DSS
Payment method: 8 - WIRE TRANSFER
Check number: REF #04504360062

Status

Batch status: Released
Posted: ☒ Reversed: ☐
Reason: Has this payment been released?

Charge Allocation

Line	Chg Code	Chg Description	Interest	Principal	Adjusted
1 M		MANUAL CODING		406,660.88	

1 of 206

Attachments (0)

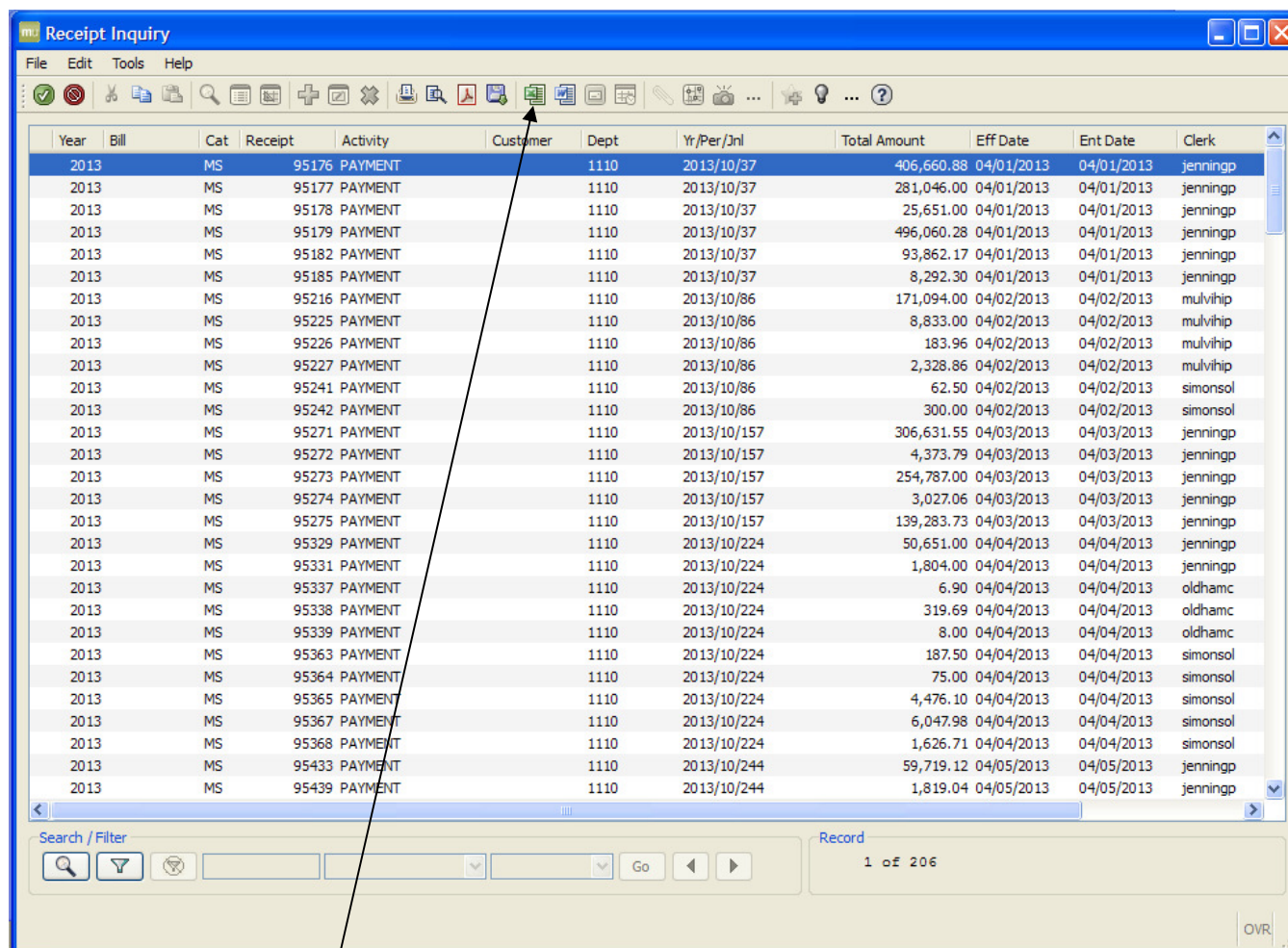
OVR



NOTE: If you are a department that only makes a few deposits a month, you can simply use the right arrow key to scroll through the deposits and manually determine the total for your report. If you are a department with many deposits (such as the Auditor in the example above) you will want to follow the rest of the instructions below.

Click the Browse bottom at the bottom of the screen. You will receive the window below with all the records for the period from your budget unit.

NOTES: _____



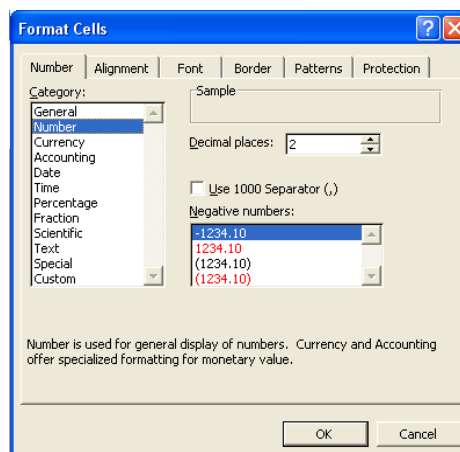
At this point, Click the Excel button on the top.

An excel worksheet will open as shown below.


NOTES: _____

Year	Bill	Cat	Receipt	Activity	Customer	Dept	Yr/Per/Inl	Total Amount	Eff Date	Ent Date	Clerk	Batch
2013		MS	95176	PAYMENT		1110	2013/10/37	406660.88	04/01/2013	04/01/2013	jenningsp	26576
2013		MS	95177	PAYMENT		1110	2013/10/37	281046	04/01/2013	04/01/2013	jenningsp	26576
2013		MS	95178	PAYMENT		1110	2013/10/37	25651	04/01/2013	04/01/2013	jenningsp	26576
2013		MS	95179	PAYMENT		1110	2013/10/37	496060.28	04/01/2013	04/01/2013	jenningsp	26578
2013		MS	95182	PAYMENT		1110	2013/10/37	93862.17	04/01/2013	04/01/2013	jenningsp	26578
2013		MS	95185	PAYMENT		1110	2013/10/37	8292.3	04/01/2013	04/01/2013	jenningsp	26580
2013		MS	95216	PAYMENT		1110	2013/10/86	171094	04/02/2013	04/02/2013	mulvihip	26586
2013		MS	95225	PAYMENT		1110	2013/10/86	8833	04/02/2013	04/02/2013	mulvihip	26586
2013		MS	95226	PAYMENT		1110	2013/10/86	183.96	04/02/2013	04/02/2013	mulvihip	26586
2013		MS	95227	PAYMENT		1110	2013/10/86	2328.86	04/02/2013	04/02/2013	mulvihip	26586
2013		MS	95241	PAYMENT		1110	2013/10/86	62.5	04/02/2013	04/02/2013	simonsol	26606
2013		MS	95242	PAYMENT		1110	2013/10/86	300	04/02/2013	04/02/2013	simonsol	26606
2013		MS	95271	PAYMENT		1110	2013/10/157	306631.55	04/03/2013	04/03/2013	jenningsp	26624
2013		MS	95272	PAYMENT		1110	2013/10/157	4373.79	04/03/2013	04/03/2013	jenningsp	26624
2013		MS	95273	PAYMENT		1110	2013/10/157	254787	04/03/2013	04/03/2013	jenningsp	26624
2013		MS	95274	PAYMENT		1110	2013/10/157	3027.06	04/03/2013	04/03/2013	jenningsp	26624
2013		MS	95275	PAYMENT		1110	2013/10/157	139283.73	04/03/2013	04/03/2013	jenningsp	26625
2013		MS	95329	PAYMENT		1110	2013/10/224	50651	04/04/2013	04/04/2013	jenningsp	26628
2013		MS	95331	PAYMENT		1110	2013/10/224	1804	04/04/2013	04/04/2013	jenningsp	26628
2013		MS	95337	PAYMENT		1110	2013/10/224	6.9	04/04/2013	04/04/2013	oldhamc	26631
2013		MS	95338	PAYMENT		1110	2013/10/224	319.69	04/04/2013	04/04/2013	oldhamc	26631
2013		MS	95339	PAYMENT		1110	2013/10/224	8	04/04/2013	04/04/2013	oldhamc	26631
2013		MS	95363	PAYMENT		1110	2013/10/224	187.5	04/04/2013	04/04/2013	simonsol	26640
2013		MS	95364	PAYMENT		1110	2013/10/224	75	04/04/2013	04/04/2013	simonsol	26640
2013		MS	95365	PAYMENT		1110	2013/10/224	4476.1	04/04/2013	04/04/2013	simonsol	26640
2013		MS	95367	PAYMENT		1110	2013/10/224	6047.98	04/04/2013	04/04/2013	simonsol	26640
2013		MS	95368	PAYMENT		1110	2013/10/224	1626.71	04/04/2013	04/04/2013	simonsol	26641
2013		MS	95433	PAYMENT		1110	2013/10/244	59719.12	04/05/2013	04/05/2013	jenningsp	26649
2013		MS	95439	PAYMENT		1110	2013/10/244	1819.04	04/05/2013	04/05/2013	jenningsp	26655
2013		MS	95440	PAYMENT		1110	2013/10/244	6400	04/05/2013	04/05/2013	jenningsp	26656
2013		MS	95441	PAYMENT		1110	2013/10/244	400368	04/05/2013	04/05/2013	jenningsp	26656

You will first have to format the cells in column I for numbers. The cell is formatted for text. To do that, right click on the I column header and select "Format Cell". Click the number tab and select Number with 2 decimals. You will then need to insert a formula at the bottom of the Total Amount column.



NOTES: _____

Now to enter your formula, double click the Auto Sum button  on your toolbar. Your total for the column is displayed in the cell.

This is the figure you should use on your Cash Collection Statement as the amount deposited for the month.

You can save the Excel worksheet if you want to. ***Please don't attach it to your statement.*** We just need the total on your Statement of Cash Collections.



The Statement of Cash Collections And Deposits form can be found on the County Intranet under Auditor – Departmental Forms or at the end of the Cash Handling Manual on the Auditor's website.

NOTES: _____

CHAPTER 8: MENDOCINO COUNTY CASH HANDLING POLICY:

The Auditor-Controller's Office updated this policy on May 14, 2013. Please refer to this policy located at:

<http://www.co.mendocino.ca.us/auditor/pdf/CashPolicy.pdf>

NOTES: _____

